

## JOB OFFER

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Lleida Biomedical Research Institute is recruiting a:

- Manager of the Institute for Biomedical Research of Lleida -

### The Institute

The IRBLleida aims to promote, develop, transfer, manage and disseminate research excellence, scientific and technological knowledge, teaching and training in the field of life sciences and health. To this end, it promotes relations and the exchange of knowledge between the research staff and research groups belonging to the various centres and entities in the biomedical field, which operate mainly in the Lleida area; it promotes collaboration with other institutions and entities, prioritising the implementation of joint projects; it raises funds to finance research activities of excellence of interest to the aforementioned centres and devices; and it manages the research resources entrusted to it by the various institutions and entities that form part of it. Within the territorial environment, it collaborates closely with:

- The [University of Lleida](#) (UdL) includes researchers from the Faculties of Medicine and Nursing and Physiotherapy.
- The Catalan [Healthcare system](#) includes healthcare staff from:
  - [Catalan Health Institute \(ICS\)](#): [Arnau de Vilanova University Hospital](#) (HUAV), [the Lleida Primary Care and Community](#) and [Primary Care in the Alt Pirineu-Aran Health Region](#)
  - [Gestió de Serveis Sanitaris](#) (GSS): [Santa Maria University Hospital](#) (HUSM), [Pallars Regional Hospital](#) and [Mental Health](#), among others.

The IRBLleida is a [CERCA](#) institute with its own legal status: Fundació Institució dels Centres de Recerca de Catalunya (I-CERCA) de Catalunya, which is organised according to a model of good governance and operation that ensures efficiency, management flexibility, recruitment and promotion of talent, strategic planning and executive capacity. It is also a Health Research Institute (IIS) accredited by the [Carlos III Health Institute](#) and the Government of the Generalitat, as established by Law 16/2003, of 28 May, on the cohesion and quality of the national health system.

In December 2014, the Lleida Biomedical Research Institute's received the '[HR Excellence in Research](#)' logo from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the [European Charter for Researchers](#) and the [Code of Conduct](#) for the Recruitment of Researchers (Charter and Code).

Please, [check out our Recruitment Policy](#)

### Professional profile:

- Manager

## Must Have

- University studies in Economics, Health Sciences or other similar fields.
- Master's degree and/or MBA in management, business management, leadership and team management or other specialised Master's degrees will be an advantage.
- A high level of English is essential.
- Experience in management of similar institutions dedicated to the field of research, preferably in a hospital environment.
- In order to be a manager, the person must have full capacity to act; not be disqualified or incapacitated to exercise public functions or positions or to administer property and not have been convicted of crimes against property or against the socio-economic order or for crimes of misrepresentation.

## Main duties/responsibilities

The person applying for this position will be appointed by the Board of Trustees on the proposal of the Scientific Director and will report to him/her. He/she will be responsible for directing and executing the following functions:

- a) Supporting the Director and contributing to the development of overall policy, strategic planning, enabling and translating the scientific vision and strategic objectives into a clearly articulated operational strategy.
- b) Direct leadership and oversight of Finance and Procurement, IT, Communications, HR, Health and Safety, Legal, Space Management, Quality, Clinical Trials administrative management and Scientific Technical Services (Management team of about 20 people).
- c) Economic, accounting and budgetary management. Management of funds received, preparation of annual accounts, as well as preparation of annual financial reports and processing of justifications to the different institutions. It will have to guarantee the performance of all fiscal aspects.
- d) The administrative organisation of the Institute. To execute, on behalf of the Foundation, contracts for works, services and supplies in accordance with current public procurement laws, as well as the management of suppliers.
- e) The management, in accordance with the guidelines set by the Board of Trustees, of the Foundation's human resources, the hiring of personnel, incidents, separation and termination of employment contracts, organisational HR policies, as well as the

management of scholarships and grants, the promotion of Corporate Social Responsibility policies and the attraction and retention of talent.

f) Management of service provision contracts and customer management.

g) The monitoring of the economic and administrative activity derived from the Institute's activity, such as: clinical research (clinical trials), management of grants and subsidies for research projects and private projects.

h) To provide the means and administrative support necessary for the meetings of the Board of Trustees and the other bodies of the Foundation.

i) To ensure the good state and functioning of the Foundation's assets and to monitor the inventory of assets. To execute the treasury debt operations.

j) To carry out the management related to the activity derived from the execution of acts and legal transactions of administration on all types of real estate, real property and securities, in accordance with the guidelines approved by the Board of Trustees.

k) Detection of the needs derived from the activity of the Institute's Research Groups and the rest of the units from the economic and administrative point of view.

l) All those entrusted or delegated to it by the governing bodies of the Foundation.

### **Desirable but not required/ Nice to have**

- Knowledge of the regional, national and international biomedical research system.
- Team management: professional experience leading cross-functional teams.
- Financial management: experience managing expenditure budgets, investments and development of business plans. Experience in financial management in the public sector is an asset.
- Process management: experience in implementing tools to measure business performance, efficiency and profitability indicators.
- Strategic vision and negotiation skills: Experience in negotiations with multi-stakeholders (public and private sector) and with internal and external clients.
- Tactical and operational capacity: experience and ability to translate a strategic plan into a tactical plan that is realistic, measurable and cost-effective.
- Ability to plan and organise complex structures.
- Native level: Spanish, Catalan and English.

## The Offer – Working Conditions

- Type of contract: Indefinite with six months probationary period.
- Planned start date of the contract: Immediate.
- Workweek: 37.5 hours per week
- Remuneration according to experience, plus variable to be agreed according to the profile of the candidate and the productivity developed.

We provide a highly stimulating environment with state-of-the-art infrastructures. To check out our training and development portfolio, please visit our website in the [training section](#).

We offer and promote a diverse and inclusive environment and welcomes applicants regardless of age, disability, gender, nationality, race, religion or sexual orientation.

The IRBLleida is committed to reconcile a work and family life of its employees and are offering the possibility to benefit from flexible working hours.

## Documents and application deadline:

All applications must include:

- A motivation letter.
- A complete CV including contact details and National Identity Document number.
- Provide 2-3 references to justify the required experience.
- Deadline: Please submit your application by 15<sup>th</sup> February 2022. Latest time for the submission of applications: 14:00 h - Europe/Brussels

Those interested can apply to the 002-22 job offer by filling out the form available at <https://www.irblleida.org/ca/job-application/> and attaching a CV and a cover letter.

Selection process schedule for reference 002-22	
15 days	Publication and dissemination of the job offer: IRBLleida website, social networks, other employment websites according to the features of the job offered
Next 2 working days	Transfer of the CVs to the Selection Committee

Next 5 working days	Meeting of the Selection Committee: <ul style="list-style-type: none"> <li>- Interview of the pre-selected candidates</li> <li>- Evaluation of the candidates and meeting minutes certifying the candidate awarded with the position</li> <li>- Raising the proposal for appointment to the Board of Trustees</li> </ul>
	Approval of the Board of Trustees
Next 5 working days	Completion of the paperwork required to formalize the employment contract
Immediate	Approximate contract starting date
<b>Express selection process</b>	
<p>When an employee must be replaced urgently, for instance, to cover a sick leave, scientific reasons justifying the incorporation on a specific day, specification in a resolution, etc., an express selection process could be undertaken.</p> <p>This selection process will follow the same procedure as the ordinary one, but the duration of several steps will be reduced, <i>i.e.</i> publication of the job offer, submission of applications, evaluation and selection process.</p>	

The contract will be in accordance with the provisions of **article 15 of Royal Legislative Decree 1/1995, of 24 March**, approving the text of the Workers' Statute Act, in accordance with the provisions of **article 2 of Royal Decree 2720/98, of 18 December (B.O.E. of 8 January 1999), Law 12/2001, of 9 July (B.O.E. of 10 July)** and concordant provisions.

The principle of equality between men and women is taken into account, in accordance with **Organic Law 3/2007, of 22 March**, for the effective equality of women and men.

The principle to equal opportunities and treatment, as well as the real and effective exercise of rights by people with disabilities on equal terms with other citizens, through the promotion of personal autonomy, universal accessibility, access to employment, inclusion in the community and independent living and the eradication of any form of discrimination, in accordance with **articles 9.2, 10, 14 and 49 of the Spanish Constitution** and the International Convention on the Rights of Persons with Disabilities and the international treaties and agreements ratified by Spain, in accordance with the provisions of **Royal Legislative Decree 1/2013, of 29 November**.

#### Informative clause for the processing of personal data

Responsible: Institut de Recerca Biomèdica de Lleida Fundació Dr. Pifarré

Purpose: Management of job offers.

Legitimation: The legal basis of the treatment is the completion of a selection process to fill a position.

Recipients: The data will not be transferred to third parties, except in the legal obligations set by law.

Rights: Access, rectification and deletion of data, as well as other rights, as explained in the additional information.

Additional information: Additional and detailed information on Data Protection can be found our website <http://www.irbllleida.org/en/legal-notice/>

IRBLeida is committed to the principles of merit-based recruitment and transparency (OTM-R) in accordance with the HRS4R seal requirements.

## ANNEX I: SELECTION COMMITTEE

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### PRESIDENT

- Institut de Recerca Biomèdica de Lleida Scientific director
  - Dr. Diego Arango

### CHAIRS

- IRB Lleida Researcher
  - Dr. Joaquim Ros
- IRB Lleida manager
  - Sr. Joan Vives

### SECRETARY

- IRB Lleida HR Manager
  - Sra. Elena Moscatel

## ANNEX II: SCORE OF MERITS

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a) Academic curriculum and complementary training: academic record of the degree. 15 points.

Valued:

- Master's and/or MBA in management, business management, leadership and team management or other specialised Master's degrees 10 points
- Catalan, Spanish and English equivalent level C2 5 points

b) Certified professional experience. 60 points

Valued:

- Knowledge of the regional, national and international biomedical research system 15 points
- Team management: professional experience leading cross-functional teams 9 points
- Financial management: experience managing expenditure budgets, investments and development of business plans. Experience in financial management in the public sector is an asset 9 points
- Process management: experience in implementing tools to measure business performance, efficiency and profitability indicators 9 points
- Strategic vision and negotiation skills: Experience in negotiations with multi-stakeholders (public and private sector) and with internal and external clients 9 points
- Tactical and operational capability: experience and skill in translating a strategic plan into a tactical plan that is realistic, measurable and cost-effective; Ability to plan and organise complex structures 9 points

c) Competency test or interview. 25 points